



Date Adopted: December 19, 2006

Date Revised: _____

Title: Public Works Technician I/II

FLSA: Non-Exempt

General Purpose:

To perform a variety of tasks in the office and field, both technical and administrative, within the Public Works Department. The position may be assigned duties related to Clean Water Program - National Pollutant Discharge Elimination System (NPDES), traffic, permitting, inspection, capital projects, or development review, or other areas as needed.

Distinguishing Characteristics:

Public Works Technician I:

The Public Works Technician I is an entry level technical position. This class is distinguished from the Public Works Technician II by the performance of the more routine tasks and duties assigned to positions within this series. Employees at this level are not expected to perform with the same independence of direction and judgment on matters related to established procedures and guidelines as are positions allocated to Public Works Technician II. Employees work under immediate supervision while learning job tasks. Under supervision from the City Engineer, and/or other staff, the Public Works Technician I assists in the coordination of the City's Clean Water Program (NPDES), assists with various traffic engineering duties, and other assigned tasks. Position may be assigned both office and field duties as needed.

Public Works Technician II

The Public Works Technician II is the full journey level class within the Public Works Technician series. This class is distinguished from the Public Works Technician I by the assignment of the full range of duties assigned. Employees at this level receive only occasional instruction or assistance as new or unusual situations arise and they are fully aware of the operating procedures and policies within the work unit. Positions in this class are flexibly staffed and are normally filled by advancement from the Public Works Technician I level. In addition to the above duties, under general supervision from the City Engineer and/or other staff, the Public Works Technician II assists in the development and construction of capital improvement projects, performs plan review and other duties related to land development, is responsible for management of the City's Clean Water Program (NPDES), issues encroachment permits and other permits, including fee calculations and follow up inspections.

Essential Duties and Responsibilities:

Public Works Technician I: The Public Works Technician I duties may include, but are not limited to the following:

Attendance at off-site Alameda County Clean Water Program and other meetings as required.

Maintain accurate records and files of inspections, spill response, maintenance activities, new development, and other activities associated with the City's Clean Water Program.

Coordinate the collection and compilation of data for the City's semi-annual stormwater report to the Regional Water Quality Control Board including preparation of the report.

Coordinate business and industrial inspections, including updates to the inspection database, completion of inspections, and follow up on needed correction work.

Coordinate inspection of public and private post-construction storm water quality measures, and followup with maintenance staff or property owners on corrective work.

Update inventory of public and private post-construction measures as needed.

Respond to the public on reports of spills or discharges, and followup with maintenance staff on cleanup or corrective work.

Coordinate clean water displays and other activities at public events.

Coordinate volunteer activities such as storm drain marker installation and creek cleanups and other public outreach activities.

Maintain inventory of program supplies (brochures, fact sheets, storm drain markers), and other Clean Water Program related work as needed.

Management of the City's striping contract (preparation of work orders, inspection of work, and processing of vendor payments).

Prepare work orders for sign installations and inspection of work.

Conduct miscellaneous field observations and data collection and other miscellaneous traffic-related assignments.

Operate a handheld or backpack Global Positioning System (GPS) data collection device(s) in order to collect field data; organizes and maintains files, records, and base maps.

Assist the public by phone or at the front counter; other duties as may be assigned.

Public Works Technician II: In addition to the above duties, the Public Works Technician II duties may include, but are not limited to the following:

Coordinates the administration of the City's Average Daily Traffic Program (ADT), including scheduling traffic counts (by contract) and update of the ADT map.

Interface with traffic-signal controllers in the field (upload/download controller database and firmware updates).

Assist the Public Works Department Capital Projects Section with minor capital repair projects including field review and measurement of pavement, sidewalk, striping and markings, or other items, and inspection of work by contractors; prepares quantity and cost estimates.

Responds to concerns by residents regarding tripping hazards or accessible access on City sidewalks, maintaining files of locations needing repair, and assisting with development of the annual sidewalk repair and curb ramp projects.

Prepares and issues encroachment permits, wide-load or overweight permits, or other permits for work in City right-of-way, including fee calculation and followup inspections.

Assists the Land Development Section of Public Works Department with review of plans, maps, or calculations or other material.

The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this class.

Minimum Qualifications:

Knowledge of:

Public Works Technician I

Modern office practices, procedures, methods and equipment, including commonly used word processing and spreadsheet computer programs.

Customer service skills, including the ability to work with both the public, other agencies and other staff in difficult or tense situations, to remain focused on the working through problems, and to develop solutions that best meet the concerns of all parties while adhering to established City standards and requirements, and to take the extra step as needed.

Mathematics including survey techniques and practices utilizing algebra, geometry, and trigonometry.

Public Works Technician II: (In addition to the above)

Principles and practices related to design, construction, and maintenance of street, sidewalks, drainage, traffic control, and related public works improvements.

Clean water requirements and practices as related to municipal stormwater management, including structural and non-structural water-quality measures, maintenance measures such as street sweeping and inlet cleaning, source controls for businesses and new development, illegal discharge response, and public education and outreach.

Principles and practices of traffic engineering, with emphasis on knowledge of Caltrans standard striping and marking details, and the ability to perform and interpret traffic volume and turning movement counts.

Knowledge of Computer Aided Drafting (CAD) or Geographic Information Systems (GIS) drafting or mapping software will be useful but not required.

Ability To: (Applies to Either Classification)

Read, evaluate and interpret, and explain complex construction drawings, specification, permits, change orders, survey data and technical reports.

Become familiar with the City's Clean Water Program (NPDES) and manage portions of the program under general supervision.

Become familiar with the City's Average Daily Traffic Program (ADT) and other traffic engineering activities and manage portions of these programs under general supervision.

Prepare and maintain required records and correspondence.

Interpret appropriate rules, regulations, contracts, laws and ordinances.

Assist in the inspection of public works projects for compliance with standards and specifications.

Perform field reviews of traffic markings and stripings, sidewalk, pavement, or other improvements; accurately record condition, location and layout, or quantity of improvements as needed.

Become familiar with inspection criteria for post-construction water-quality measures, perform site inspections, and determine need for corrective action.

Become familiar with inspection criteria for business and commercial water-quality measures, perform site inspections, and determine need for corrective action.

Utilize personal computers and computer software to generate letters, reports, spreadsheets, and other documents.

Learn the use of GPS data collection equipment and download data to the City's GIS system.

Prepare simple, legible drawings or exhibits by hand and/ or computer to accompany field inspections, work orders, staff reports, traffic studies, or other documents as needed.

Establish and maintain effective working relationships with those contacted in the course of work.

Communicate effectively both orally and in writing.

Prepare clear and concise reports.

Work independently and prioritize multiple assignments.

Physical Standards: (Applies to either classification)

The physical standards described are representative of those that must be met by employees to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

An employee is regularly required to sit for long periods of time; intermittently stand, walk, bend, and twist to reach equipment around desk; drive a motor vehicle; move across rough or hilly terrain or through construction zones including trenches and excavations; climb several flights of stairs or a ladder up to 10 ft. in height; access and inspect ponds, swales, inlets, and other stormwater facilities, access and inspect signs, markings, and other traffic control measures; keep acceptable records of field inspections using notes, forms, digital photos or sketches; use drafting instruments, read fine print on prints and Video Display Terminals (VDT); converse in person, over the telephone, two-way radio, and around the noise of heavy construction equipment, write and use a keyboard to communicate; operate a calculator; intermittently lift and carry files and maps weighing up to 30 pounds; carry and use Global Positioning System (GPS) data collection equipment weighing up to 15 pounds for extended periods.

Read and interpret complex data, information and documents; analyze and solve problems; interact with City management, other governmental officials, contractors, vendors, employees and the public.

Education, Experience, and Training:

Any combination equivalent to education and experience is likely to provide the required knowledge and abilities. A typical way to obtain the knowledge and abilities would be:

Public Works Technician I

Education: High school graduation or equivalent, supplemented by course work in engineering, construction, public administration, environmental science, or other fields relevant to this position.

Experience: Some experience in sub-professional work that includes civil, municipal, environmental, or traffic engineering, OR experience with a public agency or private firm that includes engineering, construction, or public administration, OR other relevant experience.

Public Works Technician II

Education: Completion of a minimum of two years of college course work in engineering, construction, public administration, environmental science, or other fields relevant to this position.

Experience: Two to three years experience in professional or sub-professional work that includes civil, municipal, environmental, or traffic engineering, OR experience with a public agency or private firm that includes engineering, construction, or public administration, OR other relevant experience.

Training: Any recent training such as, academic courses and certification programs, which are relevant to this job classification.

Licenses; Certificates; Special Requirements:

Possession of a valid California Class C Drivers' License and Certificate of Automobile Insurance for Personal Liability.